

# MARCO Promos

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## Directions for setting up Marco insert item #A-77 – 2.25”H x 3.5” W

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### Microsoft Word XP Directions

- Step 1.** Open Word
- Step 2.** Click on the Tools menu
- Step 3.** Select Letters and Mailings (if Letters and Mailings is not available go to Step 4)
- Step 4.** Click on Envelopes and Labels
- Step 5.** Click on the Labels Tab on the top of the menu
- Step 6.** Click on Options
- Step 7.** Select Other/Custom from the drop down menu
- Step 8.** Click New Label
- Step 9.** Complete the Fields as follows

Label Name	MARCO A-77
Top Margin:	.25”
Side Margin	.25”
Vertical Pitch	2.75”
Horizontal Pitch	4”
Label Height	2.25”
Label Width	3.5”
Number Across	2
Number Down	4
Page Size	Letter (8.5 x 11in.)

- Step 10.** Click OK
- Step 11.** Click OK
- Step 12.** Click New Document and begin entering your information

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### Microsoft Word 2007 & Newer Directions

- Step 1.** Open Word
- Step 2.** Click on the Mailings Tab
- Step 3.** Click Labels
- Step 4.** Click on Options
- Step 5.** Click New Label
- Step 6.** Complete the field as follows:

Label Name	MARCO A-77
Top Margin:	.25"
Side Margin	.25"
Label Height	2.25"
Label Width	3.5"
Number Across	2
Number Down	4
Vertical Pitch	2.75"
Horizontal Pitch	4"
Page Size	Letter (8.5 x 11in.)

**Step 7.** Click OK

**Step 8.** Click OK

**Step 9.** Click New Document and begin entering your information

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### **Microsoft Access 2007 & Newer**

If you have created a database of names that you would like to use for your inserts it is easier to set the format in Access than exporting it into Word.

**Step 1.** Open your database file in Access 2007

**Step 2.** Open the Navigation Pane on the left of the screen

**Step 3.** Select the table that contains the data you would like on the labels

**Step 4.** Click Create from the toolbar

**Step 5.** Click Labels from the menu bar

**Step 6.** Make sure English is selected as a unit of measure and the Label Type is selected as Sheet Field

**Step 7.** Now click Customize

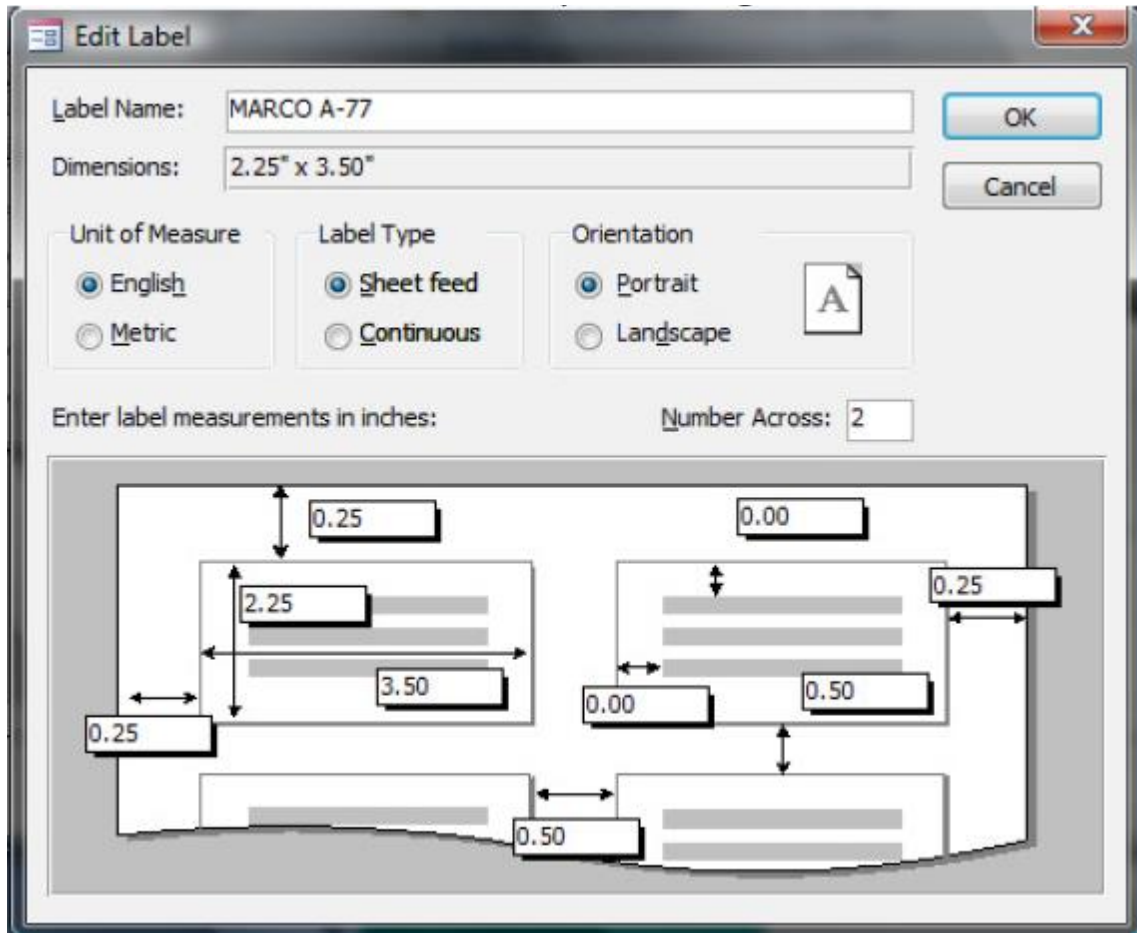
**Step 8.** Then click New

**Step 9.** Enter the label name Marco A-77

**Step 10.** Select Portrait as the Orientation

**Step 11.** Enter the number across as 2

**Step 12.** Fill in the measurements per the diagram below (diagram shown on next page)



**Step 13.** Click OK

**Step 14.** If it says that one or more margins are set outside the printable area of the page. Select NO to not increase the margins

**Step 15.** Click Close

**Step 16.** Make sure the Label MARCO A-77 is selected and click next

**Step 17.** Make sure your font size, style, and color selections. **NOTE:** You may need to make changes to this depending on what you want. 24pt is a good size to see a person's name, but if all the fields are 24pt and you have several lines, it will probably not fit.

**Step 18.** Click Next

**Step 19.** Now add fields to the label as needed by clicking them and then clicking the right facing arrow.

**NOTE:** When selecting the fields, you need to add commas and spaces in between the fields exactly like you want it to print on the insert and you need to enter at the end of each line.

**Step 20.** Click Next

**Step 21.** Now you can sort your labels if needed by clicking the field/fields you want to sort by and clicking the single right facing arrow.

**Step 22.** Click Next

**Step 23.** Name the report file as needed.

**Step 24.** Click Finish

**Step 25.** If changes need to be made to the font they can be completed using the design view accessed by right clicking on the page. If no changes are needed you are set to print.